



# **New Hampshire Department of Education Supplemental Education Services**

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## **Provider Application Process Overview**

**May 4, 2010**



# What is SES?

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- Additional, free, academic instruction designed to increase the academic achievement of students in schools identified for improvement, corrective action or restructuring under the No Child Left Behind Act (NCLB)
- Can consist of tutoring/remedial help that is provided to students in subjects such as reading, language arts, and math.
- Can be provided before or after school, on weekends, or in the summer
- Providers of SES may include nonprofit entities, for-profit entities, local educational agencies, public schools, public charter schools, private schools, public or private institutions of higher education, and faith-based organizations.



# What students are eligible?

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- Students from low-income families attending Title I schools in their second year of school improvement (i.e., have not made Adequate Yearly Progress (AYP) for three or more years), in corrective action, or in restructuring status are eligible to receive SES
- Student cap for services-set by NHDOE



# Provider Application Process

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- All applications will be reviewed by a team of practitioners made up of representatives from local school districts, parent and teacher organizations and NHDOE personnel. Applications will be scored by a team of a minimum of three people. Applications can receive a maximum of 100 points. A minimum score for approval is 80 points.



# Application

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## **Section I: General Information:**

- Contact information

## **Section II: Service Summary**

- Subjects
- Grade levels
- Rates (individual vs. group sessions)
- Location, time, format and frequency of service delivery
- Transportation
- Organizations experience with specific student groups
- Areas within NH that you are willing to serve



# Application (cont.)

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## **Section III: Supplemental Service Program Overview**

- Description of service delivery to student, parent/guardian and school
  - Enrolment
  - Assessment
  - Instruction
  - Progress reports
- Service delivery model and instruction



# Application (cont.)

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## **Section IV: Indicators of Quality**

- Evidence of Effectiveness
  - Existing programs-pre and post test data
  - New programs-supporting research to prove effectiveness
- Evidence that the Program Design is Research Based
  - Research references
- Connection to the State Academic Standards, Grade Level Expectations and School/District Programs
  - Connection to:
    - New Hampshire's Academic Standards
    - NH grade level expectations in reading/mathematics (grades 2-7)
    - NH grade span expectations (grades 9-12)
  - Learning plans and session lesson plans must show link to standards and classroom instruction



# Application (cont.)

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- **Monitoring Student Progress**
  - Process used to develop student goals, in consultation with parents/guardians and teachers
  - Process to:
    - Assess students
    - Identify skill or knowledge gaps
    - Prescribe an instructional program based on need
    - Write goals for the student
    - Evaluate, monitor and track student progress
- **Communication of Student Progress to the School and District**
  - Coordinate instruction with appropriate school staff
  - Share progress reports





# Application (cont.)

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- **Communication with Parents and Families**
  - Provide progress information to parents-in understandable format and language
- **Qualifications of Instructional Staff**
  - Minimum qualifications for staff in the areas of reading and/or mathematics (training, certification, related employment experience, professional development experiences, and professional affiliations)
  - Professional development activities used to improve instruction, products, and services.
  - Process for recruiting, hiring and evaluating staff



# Application (cont.)

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- **Narrative Description of Program– To Be Distributed to School Personnel and Families**
  - Program summary to be used to market your services to schools, parents/guardians or district:
    - tutoring provided
    - qualifications of staff
    - evidence of program's effectiveness for increasing student achievement in reading and/or mathematics.
  - Ensure confidentiality during program promotion



# Application (cont.)

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## **SECTION V: OVERALL ASSURANCES** (highlights)

- Students with disabilities-instructional program will support student's IEP
- Instruction and content are secular, neutral and nonideological
- Respect the confidentiality of students-sharing information only with parents/guardians and appropriate school personnel
- Uninterrupted quality services
- Criminal background check
- Commence services within 30 days of the referral date
- Annual SES Evaluation Report to State within 30 days of the end of the school year.
- Approval is for a two-year period
- Contracts negotiated with districts within 60 days of approval
- Non-performance of the assurances will result in the removal of the provider from the approved list



# Complaint Process

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If you are having a problem with contractual issues or communication with the school district or school:

- Document the issues
- Complete a complaint form (found on the NHDOE website)
- Send complaint form to [NHSES@ed.state.nh.us](mailto:NHSES@ed.state.nh.us)



# Application Submission Requirements

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- Due June 25, 2010
- Mail original application and three copies to:  
**NH Department of Education**  
**Attn: Angela Newhall**  
**101 Pleasant Street**  
**Concord, NH 03301**
- No application will be reviewed without an original signature on the assurances page.
- Please refer to Section IV – Quality Indicators as you complete the application.
- The scoring rubric is aligned to the quality indicators.



# Monitoring & Reporting

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## **Monitoring Objectives:**

- NHDOE onsite monitoring visits
- Assess fidelity of implementation of the program implementation
- Connection between SES provider and district/school

## **Reporting Objectives:**

- Annual evaluation-to collect achievement data and numbers served



# Future of SES

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- Reauthorization of Elementary and Secondary Education Act
- School districts as approved providers



# NHDOE Contacts

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For application/contract questions, please contact:

Deborah Connell

- 271-3769
- [dconnell@ed.state.nh.us](mailto:dconnell@ed.state.nh.us)

For general Title I SES questions, please contact:

Stephanie Lafreniere

- 271-6052
- [Stephanie.lafreniere@ed.state.nh.us](mailto:Stephanie.lafreniere@ed.state.nh.us)





# Resources

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For resources such as:

- Provider application
- SES guidance
- SES per pupil caps
- Evaluations
- Monitoring guides

Please visit the NHD OE SES website page at:

[http://www.education.nh.gov/instruction/integrated/title\\_i\\_supp\\_ed\\_svcs.htm](http://www.education.nh.gov/instruction/integrated/title_i_supp_ed_svcs.htm)